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21 SEP 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 18 September 1970

1. Conversion of Pneumatic Tube Operators from Staff to Contract:

As a follow up to our report of 14 September, all eight Office of Logistics Pneumatic Tube Operators signed their contracts--effective date is 4 October 1970.

Initial discussions with the employees to be involved in the Office of Training conversions is tentatively planned for next week.

2. Briefing the Management Advisory Group: [REDACTED]

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Chief, Recruitment Division, joined the Deputy Director, Central Reference Service and the Deputy Chief, [REDACTED] DDP in a presentation to the Management Advisory Group (MAG) on their respective views on the Agency's "Image," a subject presently under study by the MAG.

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3. Special Recruitment: As a result of the Agency's recent newspaper advertisements for Cabinetmakers and Machinists-Model Makers, two Machinists have been interviewed. One of the applicants is an excellent prospect for employment.

4. Cooperative Education Program:

a. [REDACTED] will visit Hampton Institute (Negro College) tomorrow to discuss our Co-Op Program.

b. On 24 and 25 September he will be in Cincinnati at the Cooperative Education Conference.

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c. The Georgia Institute of Technology has asked him to visit their institution to talk to their co-ops on 15 October.

d. On 17 September he briefed the division and branch chiefs of the Office of Finance on the Cooperative Education Program. That office now has two co-ops in process and one actually on duty.

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7s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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